

**OFFICE OF THE COMPTROLLER OF THE CURRENCY**  
**EMPLOYEE SECURITY**  
**PRIVACY IMPACT ASSESSMENT**

**A. Contact Information**

- **Name of system/application:** Employee Security
- **Office of Responsibility:** Critical Infrastructure Protection and Security
- **Contact information of the person completing this document, (Name, title, organization and contact information):**  
Nina C. Alexander  
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- **Contact information of the System or Program Manager, (Name, title, organization and contact information):**  
Ronald Shelden  
Security Officer  
Critical Infrastructure Protection and Security  
Office of the Comptroller of the Currency  
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Ronald.Shelden@occ.treas.gov

**B. Qualification Questions:**

- 1) Does this system collect any personal information in identifiable form about individuals?  
**Yes**
- 2) Does the public have access to the system? **No**
- 3) Has a PIA been done before? **Yes**
- 4) Has it been at least three years since the last PIA was performed? **No**
- 5) Has the system changed since the last PIA was performed? **No**

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**C. Data in the System/Application**

- **Describe the information to be collected, why the information is being collected, the intended use of the information, and with whom the information will be shared.**

A Major Application that is comprised of GOTS and COTS solutions to identify, authorize and authenticate the physical access capabilities as well as investigate and document the background and suitability of all OCC employees and contractors. Information is shared with OCC employees in the Critical Infrastructure Protection and Security Group as well as the Office of Personnel Management.

- **What are the sources of the information in the system?**

The OCC's Employee Personnel Records, and the Office of Personnel Management Personnel Records.

- **How will the data collected from sources other than Federal agency records or the individual be verified for accuracy?**

No individually identifiable personal information is collected from entities outside the Federal Government or from persons other than the individual themselves.

- **Who will have access to the data and how is access determined?**

Access is determined on a need-to-know or role basis. Please refer to the Employee Security Major Application security plan.

- **Describe the administrative and technological controls that are in place or that are planned to secure the information being collected.**

Refer to Employee Security Major Application security plan.

- **What opportunities will individuals have (if any) to decline to provide information or to consent to particular uses of the information?**

Enrollment procedures dictate consent in regards to information sharing between OCC and other agencies. Human Resources policies address what rights employees have to decline or access the information they provide.

- **What is the life expectancy of the data and how will it be disposed of when it is no longer needed?**

The life expectancy varies by application. In some cases, this is governed by statute or regulation.

- **Does the collection of this information require a new system of records under the Privacy Act (5 U.S.C. § 552a) or an alteration to an existing system of records?**

No

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The Following OCC Officials Have Approved this Document:

_____	<u>XX/XX/2004</u>
SIGNATURE	DATE

_____	<u>XX/XX/2004</u>
SIGNATURE	DATE